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# Senate Bill SB-12S-2568 Title VIII Revisions, The Travel Funding Revision Act of 2012

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# SENATE LEGISLATION

## SB-12S-2568

### *SB-12S-2568 : The Travel Funding Revision Act of 2012*

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- 2   Whereas:     The Student Government of the University of North Florida was established to represent  
3                   student concerns in all University wide matters, and;
- 4   Whereas:     The Student Senate shall be responsible to represent the student body in all University-wide  
5                   matters, and;
- 6   Whereas:     The standing committee of the UNF Student Senate assigned the responsibility for oversight,  
7                   review, and periodic update of the policies expressed in the Finance Code shall be known as  
8                   the Budget and Allocations Committee, and;
- 9   Whereas:     The current process to allocate travel funds is drawn-out and inefficient to various clubs and  
10                  organizations across campus, and;
- 11   Therefore:    To ensure the Student Body of the University of North Florida is represented directly by its  
12                  peers the following changes are to be made to Title VIII: The Finance Code:

### **Chapter 810 Budget & Allocations (B&A) Committee**

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- 16       810.1       The B&A Committee is one of four standing committees of the Student  
17                   Government Senate. The B&A Committee is responsible for recommending  
18                   funding to only those entities that comply with the Student Government  
19                   Mission, which is to represent student concerns in all University-wide matters  
20                   while developing and promoting programs and activities of practical value  
21                   and interest to students.
- 22
- 23       810.2       The B&A Committee shall consist of up to twelve Senators, including the  
24                   chair. Non-voting ex-officio members shall include the chairs of the  
25                   standing Senate Committees, the Senate President, the SG Advisor, the SG  
26                   Director of Operations, the SG Assistant Director, SG Treasurer, SG  
27                   Business Manager, and SG Accountants.
- 28
- 29       810.3       All requests pertaining to the allocation of A&S Fee money shall be heard  
30                   first by the B&A Committee. The B&A Committee has the authority to  
31                   amend, approve, or disapprove any request for funding. If approved, the  
32                   request shall be forwarded to the Student Senate in the form of a bill. If  
33                   approved by the Senate, all legislation concerning the allocation of A&S Fee  
34                   money must then be presented to the President as subprescribed by Article II

# SENATE LEGISLATION

## SB-12S-2568

### *SB-12S-2568 : The Travel Funding Revision Act of 2012*

Section 8 and Title IV. This process does not pertain to Student Conference Travel requests.

810.4 The B&A Committee shall hear all travel requests. If approved, all Travel Requests concerning the allocation of A&S Fee money must then be presented to the President as prescribed by Title VIII Chapter 841.

810.5 The management of the A&S Budget is under direct control of the B&A Committee. The Committee has the responsibility and authority to curtail further appropriation to the A&S indexes found to be improperly expended.

810.6 The B&A Committee shall only hear requests if the Student Conference Travel Index, the Special Requests Index, and the Salary Reserves Index have sufficient available balances to fund that request.

810.7 If for any reason, expected revenues of the annual budget are not met, all budgeted authority shall be subject to reallocation by the B&A Committee and the Student Senate. The SG Business Manager shall consult with the University administration and determine the extent of the shortfall. The B&A Committee shall convene to resolve the situation at the earliest possible date.

~~810.8 If a request is heard by the B&A Committee and fails to pass, eight (8) senators may sponsor the failed request and forward the request to the Student Senate in the form of a bill.~~

### Chapter 833 Registered Student Organizations

833.1 Registered Student Organizations (RSOs) may be eligible for annual funding in the amount set forth in the Activity & Service Fee Budget Provisionary Language, effective July 1<sup>st</sup> of each fiscal year.

833.2 RSOs funded in part or in whole by SG shall be responsible for and shall comply with the SG Title VIII: Finance Code.

# SENATE LEGISLATION

## SB-12S-2568

### *SB-12S-2568 : The Travel Funding Revision Act of 2012*

- 833.3 RSOs shall not be allocated A&S Funds if the RSO does not comply with Chapter 803, is not recognized by Club Alliance, or does not remain in good standing with Club Alliance.
- 833.4 RSOs requesting funding for special events or for travel shall, upon request, present a five-year background of comprehensive annual reports to the B&A Committee and to the Student Senate.
- 833.5 RSOs shall elect a financial officer to act as custodian of the index and a president and advisor, to countersign for expenditures. These signatures shall be filed with the SG Business and Accounting Office.
- 833.6 Before the allocation of A&S Funds, the financial officer, the president of the organization and the RSO's advisor shall countersign a statement of financial understanding.
- A. The original form will be retained in the SG Business and Accounting Office for audit purposes.
  - B. If there is a change of the financial officer, advisor, and/or president within any RSO, a new statement of financial understanding shall be filed with Club Alliance and the SG Business and Accounting Office.
- 833.7 All RSO expenditures or reimbursements must be processed through the SG Business and Accounting Office. All receipts for reimbursement must be submitted no later than one (1) weeks from date of receipt. All expenditures shall have prior approval through Student Government Business and Accounting Office in compliance with line-item allocations. Violation of the Finance Code is punishable as outlined in Chapter 861.
- 833.8 A&S Fees shall not be allocated to RSOs for the purpose of salaries and/or OPS wages, or personal items.
- 833.9 Any RSO who has been placed on suspension by Club Alliance will lose access to their club funding until the suspension is lifted. RSOs that are on suspension may not request funds from the Student Conference Travel index.



# SENATE LEGISLATION

## SB-12S-2568

### *SB-12S-2568 : The Travel Funding Revision Act of 2012*

or the Special Request index. Suspension shall not be lifted until issues related to the suspension have been resolved.

833.10 Club Alliance funds may not be used for Travel Conference Registration, philanthropic events, or academic/testing materials.

833.11 The financial representative of each RSO is required to turn over all financial records to his/her successor at the end of his/her term.

833.12 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government," or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.

#### **Chapter 840 Policies for Funding Requests**

840.1 RSOs requesting funding for special events or for travel shall, upon request, present a five-year background of comprehensive annual reports to the B&A Committee and to the Student Senate.

840.2 A properly completed Travel Request shall be submitted to the B&A Chair a minimum of seven ~~(7)~~ five (5) weeks prior to the event or travel date.

840.3 A properly completed Special Request shall be submitted to the B&A Chair a minimum of ten (10) business days prior to the next scheduled B&A Committee Meeting.

840.4 A properly completed Request Form shall consist of;

1. Request Form including applicable standard questions, signed by the appropriate advisor, the club president, the club treasurer, or Budget Director.
2. Total cost spreadsheet,

# SENATE LEGISLATION

## SB-12S-2568

### *SB-12S-2568 : The Travel Funding Revision Act of 2012*

~~finding a Senate Sponsor. If the entity cannot find a Senate Sponsor, they shall be sponsored by the Senate President Pro Tempore. It shall ultimately be the responsibility of the B&A Chair to submit the bill to the Senate President within the time constraints outlined in the Senate Policies and Procedures.~~

840.8 In order for the B&A Committee and Student Senate hear a request for funding, both the Senate Sponsor, and at least one representative from the entity submitting the request must attend the B&A Committee Meeting and Student Senate Meeting at which the request is presented. The senate sponsor cannot, under any circumstances, be the entity's representative.

840.9 If the Student Senate votes to allocate funding in the form of either a Travel Request (through the B&A Committee) or a Special Request (through the normal legislative process), the requesting entity shall meet with the SG Accountant(s) within three (3) business days after legislation is approved. The meeting shall consist of an explanation of the internal procedures and funding arrangements. Failure to do so shall result in loss of funding. Notification of failure to meet with the SG Accountant(s) will be given to the B&A Chair by the SG Business and Accounting Office. This funding will then be eligible for reallocation by the B&A Committee.

840.10 If a request is heard by the B&A Committee and fails to pass, eight (8) senators may sponsor the failed request and forward the request to the Senate in the form of a bill on 2<sup>nd</sup> read. This bill is then subject to the normal legislative process.

### Chapter 841 Student Conference Travel Requests

841.1 RSOs and currently enrolled A&S Fee-paying students may request funding for travel from the Student Conference Travel Index.

841.2 Travel Requests fall under the jurisdiction of the B&A Committee and are not subject to full senate approval unless vetoed by the President or brought to the senate floor as outlined in Title VIII Chapter 840.10.

# SENATE LEGISLATION

## SB-12S-2568

### *SB-12S-2568 : The Travel Funding Revision Act of 2012*

841.3

Travel funds ~~shall~~ may be requested by allocated to RSOs and currently enrolled A&S Fee-paying students ~~one (1) time up to four times~~ per Fiscal Year as follows:

- A. Individuals requesting travel funding are limited to a total of \$500 one time per Fiscal Year and the Student Government Senate may fund no more than two (2) individual students traveling to the same conference.
- B. RSOs Groups requesting travel funding are limited to a total of \$2,500 one (1) time per Fiscal Year, with a cap of \$500 per student per trip.
- C. No more than one (1) RSOs group may receive travel funding for the same conference per fiscal year.
- D. Accommodations up to 100%. RSOs Groups shall stay four to a room if possible.
- E. If no motion is made on a request during a B&A Committee hearing, that failed presentation will count as one of the presenter's four allowed requests for that fiscal year.

841.4

The legislative process for approving Travel Requests shall be as follows:

- A. After being properly submitted and added to the B&A Meeting agenda, the request must receive a two-thirds (2/3) approval vote of the committee to pass.
- B. After passage, the request form shall be signed by the Senate President as a confirmation of legislative action.
- C. The Senate President shall then forward the request to the President for executive action as prescribed by law.
  - a. If the President vetoes the request, eight (8) senators may sponsor the failed request and forward it to the



# SENATE LEGISLATION

## SB-12S-2568

### *SB-12S-2568 : The Travel Funding Revision Act of 2012*

Senate. The Senate may then act on the request in the same manner as it would a bill in accordance with Article II Section 8E.

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Furthermore: Let it be enacted, by the University of North Florida Student Government, that the above referenced amendments be made to Title VIII: The Finance Code of the Student Government of the University of North Florida effective July 1<sup>st</sup> 2012.

#### Senate Action

Respectfully Submitted: Budget and Allocations Committee

Introduced by: Senator Carlo Fassi

Senate Action: 30-0-6

Date: January 30<sup>th</sup> 2012

Signed, Carlo Fassi

*Carlo Fassi, Senate President*

#### Executive Action

Let it be known that SB-12S-2568 is hereby

PASSED / VETOED / LINE-ITEM VETOED

on this 1 day of February, 2012.

Signed, Matthew Brockelman

*Matt Brockelman, Student Body President*